

**NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 East McDowell Road, Phoenix, AZ 85008-3495  
PHONE (602) 267-2493; DSN 853-2493; FAX (602) 267-2782**

AZAA-HR-C \_\_\_\_\_

MEMORANDUM FOR:

SUBJECT: Return of SF52 for Further Information

In an effort to reduce the time it takes to process incoming SF52s, the Human Resources Office is reminding customers to complete all SF52s per the existing SF52 Guide posted on the HRO website under Forms/Pubs/Info, <http://www.az.ngb.army.mil/hro/documents/forms/sf52guide.pdf>. It is required that all SF52s be submitted with the appropriate sections filled in with complete information. Incomplete SF52s will be returned to the submitting individual for further completion.

**The attached SF-52 is missing the following information; please correct:**

☐ **Incomplete Part A, Block 3** - For Additional Information Call

Please fill in the name and phone number of the selecting official most likely to understand the requirements of the position and the organization, who can answer any questions relating to the SF-52 submission.

☐ **Incomplete Block 7** – FROM: Title or Position Description (PD)

Please fill in the title of the position, the PD Number being used, as well as the position number/MPCN.

☐ **Incomplete Block 8, 9, or 10** - Pay Plan, Occupational Code, or Authorized Grade or Level

Please fill in the missing information. Some positions can be multi-graded, and the selecting official should provide this information at the time of the request.

☐ **Incomplete Block 14** - Name & Location of Position Organization

Please fill in fully the name and location of the position Organization.

☐ **Incomplete Block 15** – TO: Name & Location of Position Organization

Please fill in the title of the position, the PD Number being used, as well as the position number/MPCN. Request for Fill excluded.

☐ **Incomplete Part D** – Remarks by Requesting Office

Please fill in the following information: Area of Consideration: To whom the selecting official wants the announcement to be open, i.e., Officer, WO, Enl, Competitive, current members only, nationwide, etc. Authorized AFSC, MOS or CMFs. Name of the selecting official. Any military grade requirements. Any additional qualifications needed, such as whether the employee must have a SECRET security clearance or a valid AZ Driver's License, etc. For all Requests for Fill, it is required that you include the name of the individual that the request is "In-Lieu-Of" or "Vice." Provide as much background information on the position as possible, to include incumbent information, i.e., on LWOP, mobilized, subject to rotating shifts, night shift, etc. For all Temp Fills/Promotions, applicant must submit either an OF 612 or a resumé detailing their experience and must meet the basic qualifications of the position for which they are applying.

☐ Other \_\_\_\_\_

If you have any questions, please contact TSgt Joan Etzenhouser at (602) 267-2493 or DSN 853-2493, email [joan.etzenhouser@az.ngb.army.mil](mailto:joan.etzenhouser@az.ngb.army.mil). Work hours are from 0600 to 1530 Monday – Friday.

PAMELA M. HIGGINS  
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